IT Clearinghouse Registration Criteria

Although the Clearinghouse can be used by all employees, it is the ultimate responsibility of each Washington Office Portfolio Manager and State/Center CIO to ensure the information is accurate, entered in a timely manner, and kept up-to-date.

There are no funding thresholds. Any system/application (proposed, under development, or existing) which fits the following criteria, must be registered in the IT Clearinghouse.

1. **<u>National systems/applications</u>**: National systems/applications are those that are used by more than one State or Center, or more than one business or program area. This includes databases, spreadsheets, Lotus applications, web applications, Arc Macro Language (AMLs), and Auto CAD applications/macros that contain coding or scripting for processing data.

2. **<u>State/Center/Washington Office systems/applications</u>**: Any applications that are used by more than one office or business unit. This includes databases, spreadsheets, Lotus applications, web applications, Arc Macro Language (AMLs), and Auto CAD applications/macros that contain coding or scripting for processing data.